Michigan Department of Civil Service

REGULATION

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03-29	June 29, 2001	Establishment, Reclassification	**3.13**

Issuing Bureau:	Rule Reference:	Replaces:
Human Resource Services	Rules: 2-5 (Employment Preference) – Effective July 24, 2003 3-6 (Probation and Status) – Effective January 1, 2002 4-1 (Position Establishment and Classification)	Reg. 3.13 (CS-6948, June 29, 2001)

Subject:
INFORMATION TECHNOLOGY PROGRAMMER/ANALYST TRAINEE PROGRAM

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1. **PURPOSE**

This regulation provides the standards and procedures for the Information Technology Programmer/Analyst Trainee program. This program can be used by appointing authorities to train new and existing employees who have an aptitude and interest in the area of information technology for advancement to professional information technology positions. Upon successful completion of the two-year

training period, the employee is reclassified to the Information Technology Programmer/Analyst classification.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Rule 2-5   Employment Preference

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2-5.4   Employee Rights to Apply Preference

An employee may apply preference only against another position within the employee's current (1) principal department or autonomous entity, (2) county of employment, and (3) employee status code, unless otherwise permitted in an approved departmental layoff plan. An employee can apply preference to the least senior position for which eligible in the following order:

(a) The least senior position in the employee's current classification.

(b) The least senior position at a lower classification in the current class series or, alternatively, to the same or lower classification in a former class series in which the employee attained status, at the level that will minimize loss of pay.

Rule 3-6   Probation and Status

3-6.1   Probationary Period

*(a) **New employee without status.** A newly appointed classified employee who does not have status in the classified service when appointed must satisfactorily complete a working test period, called a probationary period, and receive a final satisfactory probationary rating as provided in rule 2-3 [Performance Ratings] as a condition of continued employment.*

*(b) **Employee with status**. An employee with status who is appointed to a new classification must satisfactorily complete a working test period, called a probationary period, and receive a final satisfactory probationary rating as provided in rule 2-3 [Performance Ratings] as a condition of continued appointment in that position.*

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3-6.3   Unsatisfactory Service

*(a) **Employee without status.** If an employee without status does not perform satisfactorily during the probationary period, as provided in rule 2-3 [Performance Ratings], the appointing authority may dismiss or otherwise discipline the employee at any time during the probationary period or within 28 calendar days after the probationary period ends. The appointing authority shall give notice of a dismissal or other discipline to the employee and the department of civil service no later than 28 calendar days after the probationary period ends.*

(b) ***Employee with status.*** *If an employee with status is appointed to a new classification and does not perform satisfactorily during the probationary period, as provided in rule 2-3 [Performance Ratings], the appointing authority may, at any time during the probationary period or within 28 calendar days after the probationary period ends, (1) dismiss or otherwise discipline the employee or (2) rescind the appointment and demote the employee.*

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Rule 4-1   Position Establishment and Classification

4-1.1   Requirement

All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.

4-1.2   Classification

A position established in the classified service must be reviewed to classify the position properly.

4-1.3   Authority to Establish

The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.

4-1.4   Classification Plan

The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.

(a) ***Classification.*** *Every position established must be classified in accordance with the official classification plan.*

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3.   <u>STANDARDS</u>

A. Program Eligibility and Requirements.

1. Applicants for this program must meet the education and/or experience requirements for the Information Technology Programmer/Analyst Trainee classification. The Department of Civil Service will review the credentials of applicants for the Information Technology Programmer/Analyst Trainee classification to determine whether they possess the minimum qualifications. Candidates must possess demonstrated analytical skills related to the Information Technology Programmer/Analyst profession, and a general knowledge of information technology and information technology applications.

2. Appointing authorities will select participants for this program after assessing their interests and skills. Participation in the Information Technology Programmer/Analyst Trainee Program requires a commitment from both the agency and the employee.

3. Employees in this program will be classified as Information Technology Programmer/Analyst Trainees. Responsibilities of trainees will include completion of a minimum of 16 semester (24 term) hours of college coursework and participation in on-the-job training to develop professional information technology skills. After serving as a trainee for a minimum of two years (full-time or equated), and following successful job performance and completion of all training and coursework requirements, the employee will be reclassified to the Information Technology Programmer/Analyst classification and will be expected to serve in this capacity for a minimum of two years.

4. Participating employees may apply for partial tuition reimbursement available through their agency or may pay the full cost of tuition. The employing agency will reimburse the participant for the full cost of tuition upon the trainee's successful completion of the coursework. The Appointing Authority will provide administrative leave to attend one class per term or semester. The employee will be responsible for the cost of college textbooks and supplies, lab and registration fees and attending classes during non-work time if necessary. The employee must receive a passing grade equivalent to a "C" in each course for which the Appointing Authority reimburses the employee or pays for the tuition. Any required college course not passed with a "C" or better must be repeated at the employee's expense during the next session it is offered by the college in which the employee is enrolled.

5. The supervisor must establish performance objectives, expectations and identify competencies to be rated during the employee's probationary period.

6. The probationary period shall be two years of full time equivalent employment. Performance ratings shall be issued after 6, 12, 18 and 24 months. Rule 2-3 [Performance Ratings] and regulation 2.06 [Conducting Employee Ratings] shall otherwise apply to employee ratings.

7. If an employee with status wishes to leave the program, the following options are available: the employee and the appointing authority may, with the consent of the state personnel director, mutually agree on an appropriate placement; or, the employee may return to a position in accordance with and subject to the civil service rules and regulations governing employment preference in effect at the time the employment preference is exercised.

8. If an employee with status does not perform satisfactorily during the two-year probationary period, the appointing authority may dismiss the employee or may rescind the appointment and return the employee to the former classification at which the employee gained status in accordance with rules 2-3 [Performance Ratings], 3-6 [Probation and Status], and regulation 2.06 [Conducting Employee Ratings]. If there is no vacant position at the former classification level, the employee may exercise employment preference.

9. If an employee without status voluntarily leaves the program or does not perform satisfactorily during the two-year probationary period, the appointing authority shall separate the employee unless otherwise properly appointed to another position.

10. It is expected that a trainee will be able to perform as an Information Technology Programmer/Analyst after serving a two-year probationary period in the trainee position while completing all education and training requirements. An Appointing Authority may extend the probationary period to provide additional time to complete required coursework not offered during the two-year period or for other reasons in accordance with civil service rule 3-6 [Probation and Status].

11. Upon successful completion of the trainee period, the employee must serve a minimum of two years as an Information Technology Programmer/Analyst with the Department.

B. Agency Program Plan.

The Appointing Authority must have a plan in place that includes all of the following elements: (1) position description(s); (2) formal education program curriculum requirements including core coursework; (3) an on-the-job training plan; (4) employee performance objectives. A single plan can be applicable for all program participants.

1. **Position Description.** The position description will be used to establish the position and describe the duties that will be assigned during the training period. The position description must be submitted along with a Position Action Request form to the Department of Civil Service to establish the position.

2. **Formal Education Curriculum.** The college coursework requirements that trainees will be expected to complete must be identified. The curriculum should reflect the particular information technology needs and environment of the department. Core courses may be identified based on the duties of the position. A minimum of 16 semester (24 term) hours of information technology coursework is required for reclassification to the Information Technology Programmer/Analyst classification. Vendor training and/or certifications will not be counted as core coursework. If an employee already possesses an Associate's degree with 16 semester

(24 term) hours in information technology-related coursework, he/she may be required to complete selected coursework to satisfy the core requirements.

3. **On-the-Job Training.** An outline of the general on-the-job training plan must be in place. The on-the-job training plan should be modified if the department's information technology needs change during the course of the trainee's program.

4. **Performance Objectives, Competencies, and Ratings.** Performance objectives and competencies for trainees in the program must be in place. Evaluations must be based on performance in the formal education program and performance on the job.

C. Appointment Agreement.

The appointment agreement specifies the obligations of the employee and the Appointing Authority regarding the duration of the trainee period, tuition reimbursement, class attendance and academic achievement, and performance expectations.

D. Appointment Approval Required.

The Appointing Authority must submit documentation regarding the prospective appointee's credentials to the Department of Civil Service and obtain approval from the department prior to making an appointment to an Information Technology Programmer/Analyst Trainee position.

E. Compensation During Appointment.

1. If the employee is not a new hire, the employee's current pay rate shall be maintained if it is within the pay range established for the Information Technology Programmer/Analyst Trainee classification. If the employee is paid more than the maximum of the Information Technology Programmer/Analyst Trainee classification or more than the maximum of the classification to which the employee will be moved, the employee shall be paid the lesser of these two rates.

2. If the employee is a new hire possessing the minimum education requirement for the Information Technology Programmer/Analyst Trainee classification, the minimum rate in the salary range shall be the rate payable to the employee on first appointment to the position. The director may authorize a higher starting rate upon application by the appointing authority. An appointing authority may authorize a higher rate without prior approval if any of the following apply.

   a. The position has been vacant for a long period of time and there is difficulty in recruiting for the particular position.

b. The prospective employee is currently employed outside the classified service, and a salary in excess of the minimum is necessary to attract.

c. The prospective employee has special experience and/or education. The background should be well beyond the minimum qualifications contained in the specification for classification of the position.

d. The prospective employee has been a state employee previously and has experience pertinent to the position.

Note: The personnel office must document the reason for an above minimum starting rate when one of the above conditions applies. The documentation shall be maintained in the employee's personnel file for audit purposes.

F. **Reclassification to the Information Technology Programmer/Analyst Classification.**

In order to receive approval to reclassify an employee to the Information Technology Programmer/Analyst classification at the completion of the trainee program, the Appointing Authority must submit a Position Action Request to the Department of Civil Service along with a transcript demonstrating successful completion of required core coursework and a certification that the employee has completed all on-the-job training requirements and is in satisfactory standing.

4. <u>PROCEDURE</u>

Responsibility	Action
Department of Civil Service	1. Establishes Information Technology Programmer/Analyst Trainee position.
Appointing Authority	2. Identifies individuals for participation in this program.
Department of Civil Service	3. Reviews the credentials of prospective program participants and determines whether they meet the minimum requirements of the classification.
Appointing Authority, Manager and Appointee	4. Sign Appointment Agreement.

Responsibility (continued)	**Action (continued)**
Appointing Authority	5. Appoints selected individual to Information Technology Programmer/Analyst Trainee position.
Manager	6. Establishes performance goals and communicates them to appointee.
	7. Develops on-the-job training program and formal education curriculum for program.
Appointee	8. Begins formal education and/or on-the-job training.
Manager	9. Conducts scheduled probationary ratings throughout two-year period.
Department of Civil Service	10. Upon showing by the Appointing Authority that appointee has successfully completed the training program requirements and is performing satisfactorily as an Information Technology Programmer/Analyst, reclassifies the appointee's position to the Information Technology Programmer/Analyst classification.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.

> **NOTE:** Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

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